

# **KENTUCKY DEPARTMENT OF EDUCATION**

## **STAFF NOTE**

### **Review Item:**

KDE Employment Report

### **Applicable Statute or Regulation:**

KRS Chapter 18A, KRS 156.017, House Bill 502 (Budget Bill-2000 General Assembly); executive order 96-612, House Bill 727 (1998 General Assembly)

### **History/Background:**

***Existing Policy.*** The Kentucky Board of Education authorized a minimum 10% minority employment goal for the Department of Education in 1994. This percentage approaches the state minority student population. In addition, effective July 1, 2004 Governor Ernie Fletcher raised the targeted hiring goal for minority employment from 7.51% to 10% based on the 2000 census data for Kentucky.

The Department of Education's minority employment goal exceeds the Kentucky State Government goal and is designed to: 1) provide equal opportunities for recruitment and selection at all levels of the department; 2) mirror the student population of Kentucky's schools; and 3) provide for a multi-talented and diverse workforce that can provide quality leadership and professional services to local school district administrators, teachers, parents, students and citizens.

- The Kentucky Department of Education, as of the close of business, June 30, 2007 employed 620 full-time employees. (542 non-minority employees/87.4% and 78 minority employees/12.6%)
- The department's Frankfort-based full-time work force of 371 employees includes 322 non-minority employees/86.8% and 49 minority employees/13.2%.

During the two-month period from May 1, 2007 to June 30, 2007, there were:

- 11 appointments, 2 of whom were minority employees
- 3 transfers-in
- 2 internal promotions
- 1 demotion
- 27 separations from employment
  - 1 separation from a leadership position, minority employee
  - 15 separations from professional positions, 1 of whom was a minority employee
  - 11 separations from support positions

During the two-month period from May 1, 2007- June 30, 2007 there were:

- 31 positions for which interviews were scheduled
- 318 applicants who expressed an interest in those positions
- 149 qualified candidates selected to interview for those positions by the supervisor/manager in the office/division and contacted by HR
  - 58 applicants were males
  - 91 applicants were females
  - 41 applicants were minorities
    - 13 minority applicants were male
    - 28 minority applicants were female
- 27.5% of the total applicants contacted were minorities

The following notations are designed to provide clarification for the preceding statistics:

- All KDE positions are advertised on the KDE website and all positions which require a merit register are posted on the Personnel Cabinet website for 10 days.
- KDE's internal policy requires an interview panel of a minimum of three (3) people, 1 of whom must be a minority employee and a minimum of three candidates must be interviewed, 1 of whom must be a minority candidate, if available.
- A **contact** is defined as a phone call or e-mail, made by the Kentucky Department of Education – Division of Human Resources, requesting an individual, as identified on a register, to interview.
- The Kentucky Department of Education does receive certified registers from the Personnel Cabinet that do not contain applicants with a designated minority status.

The Kentucky Department of Education hiring is currently subject to a hiring freeze issued by Governor Fletcher's executive order 2003-023. This order implements a hiring freeze covering all vacant positions throughout state government and limits the establishment of new positions to those certified as necessary by the agency head and approved as such by the Governor and Secretary of the Personnel Cabinet.

The following notations are designed to provide clarification, for the report in its entirety:

- Full-Time Employee, for the purpose of this report, is defined as all KRS18A and all KRS161 employees.
- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees; **Professional** reflects all positions, grade 15 and above, and **Support** includes all positions grade 14 and below.
- Appointments and separations are not mutually exclusive. As KDE employees are many times the successful candidates for positions, a single move may create a separation and

an appointment. For the purpose of this report, a separation includes: resignations, retirements, transfers out of KDE and deaths.

Attached are two charts that provide data on overall and minority employment, one by office within the department and the other to provide a historical perspective.

**Contact Person:**

Robin Fields Kinney, Associate Commissioner  
Office of Internal Administration and Support  
(502) 564-1976  
[Robin.Kinney@education.ky.gov](mailto:Robin.Kinney@education.ky.gov)

---

**Deputy Commissioner**

---

**Interim Commissioner of Education**

**Date:**

August 2007